

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Economic Development

**AGENDA DATE:** 04/19/05

**CONTACT PERSON/PHONE:** Economic Development, David Dobson, (915) 541-4872

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Temporary Appointment

**BACKGROUND / DISCUSSION:**

Position is necessary to staff position that will be vacated due to leave.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Already budgeted for FY/05.  
Fund Source: 72010268-01101-502001

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) LM

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:**

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

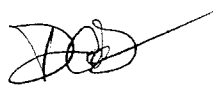
**DATE:** \_\_\_\_\_

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City of El Paso  
Economic Development Department

**MEMORANDUM**

**TO:** Terry Bond, Director

**FROM:** David G. Dobson, Economic Development Director 

**SUBJECT:** Request for Temporary Secretary

**DATE:** March 18, 2005

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The Economic Development Department will be without Secretary I assistance for a period of 8-10 weeks. Melissa Jaime, Secretary I, will be taking maternity leave in April 2005. Her expected delivery date is April 21, 2005.

I am requesting approval of hiring a temporary secretary through an outside agency so that Melissa and Judy can train the individual prior to Melissa's departure. Although, Melissa is not scheduled to leave until mid to late April, I would like to have this person in place in the event Melissa has to leave unexpectedly.

Your consideration is greatly appreciated.

72010268-01101-502001  
General Fund.

**RECEIVED**

MAR 21 2005

HUMAN RESOURCES DEPT.  
ADMINISTRATION

**O.K. - UMB**

DATE:  3-25-05

*See dept. have funds?*

*17/11/05  
3/24/05*

*(pic)*

*See dept. have funds?  
13,000.00  
3,000.00*

*See dept. have funds?  
1,000.00  
1,000.00*